

MEMORANDUM

To: Board of Regents

From: Board Office

Subject: ISU Policy on Use of University Facilities

Date: January 7, 2002

Recommended Actions:

1. Approve a new policy (Attachment 1) for the use of Iowa State University Facilities; and
2. Rescind the current policy (Attachment 2, Sections 2.1 and 2.3) for the use of Iowa State University Facilities.

Executive Summary:

Present campus
use policy
restrictive

- The University's current policy (Attachment 2, Sections 2.1 and 2.3) for use of facilities is restrictive and provides that facilities and grounds are closed to uses other than those sanctioned or approved by the University.
- The current policy requires approval for large events to take place in facilities or on the grounds of the University.
- Members of the University community and public have asserted that the current policy is overly restrictive and does not provide a standard by which events will be approved or disapproved by the University.

Proposed campus
use policy more
open

- The proposed policy (Attachment 1) reverses the presumption that all facilities and grounds are closed to uses other than for those events approved by the University and provides freer access to campus grounds and buildings.
- Buildings and grounds are identified as to the type of notice and/or approval required for their use.

Teaching & re-
search environ-
ment protected

- To preserve teaching and research activities, the proposed policy defines areas of the campus not generally open to the public and establishes standards of conduct.
- The proposed policy will contribute to providing an engaged intellectual environment for the University community.

Background:

Current policy
burdensome and
restrictive

- The University's current campus policy on the use of University facilities and grounds is restrictive and requires University approval for any event held on campus.
- The University community has felt that the current policy is too restrictive and is not instructive to the University community and the

public on what types of activities need approval and what the standard is by which the University will make a determination on approval.

- There is concern that the current policy did not contribute to the goal of an engaged intellectual environment for the University community.

Proposed policy

Provides more open campus

Identifies use requirements

Preserves teaching and research priority use

Implementation by fall 2002

- The University administration proposed a change in the current policy for consideration by students, staff, and faculty.
- The proposed policy –
 1. Has been endorsed by the faculty senate and the student government;
 2. Identifies buildings and areas of the campus that have limited or no access by the public, including students, and those for which permission is required for use;
 3. Designates a public forum space on the campus;
 4. Identifies uses that require scheduling or prior approval or notice;
 5. Establishes rules for interior and exterior displays; and
 6. Preserves the priority of the teaching and research mission of the University.
- If the Board approves the new policy, it will be implemented not later than the fall of 2002 at which time the current policy would be eliminated.

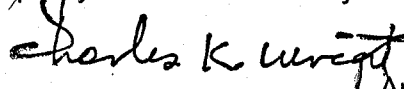
Analysis:

Current policy restrictive

Proposed policy encourages engaged intellectual environment

- The University community has determined that the University's current policy for use of campus facilities is too restrictive and does not promote the engaged intellectual environment sought by the University.
- The proposed policy provides for greater access to the University campus under easily understood terms and conditions.
- The proposed policy preserves the primacy of the teaching and research mission of the University in the use of the campus and its facilities.
- The University reports the proposed policy, which has been reviewed and endorsed by student government and the faculty senate, will contribute to the goal of an engaged intellectual environment.

Approval of the new policy on use of University facilities is recommended.



Charles Wright

Approved: 

Robert J. Barak

Use of University Facilities

University grounds and facilities are primarily dedicated to its missions of teaching, research and service. While grounds and facilities are generally open to non-commercial use by the public, students, student organizations and staff, use for other than university-related purposes must not substantially interfere with university activities and must be in conformity with the requirements indicated below. University-related activities, including the activities of recognized campus and student organizations, will be given priority.

Except as specifically indicated, the policies below are applicable to non-commercial uses. Commercial uses, including solicitation, advertising and sales, are subject to the university's policy on commercial activities.

Access to facilities

University grounds and facilities are generally open to public access except as provided below:

- Persons may not enter buildings or facilities without authorization when the buildings or facilities are locked, when signs indicate they are closed to the public or when they are closed to the public for specific events.
- The following facilities and grounds are restricted areas. Access requires express permission of the relevant building supervisor, superintendent or other person in charge of the facility: individual residences or dwellings, research laboratories or facilities, farms and associated buildings, animal storage and confinement facilities, utility and maintenance closets, mechanical rooms, utility facilities, utility tunnels, storage areas, hazardous materials waste storage and handling areas, marked or fenced construction areas, institutional food preparation areas, private offices, work rooms, shops, areas where medical, psychological or other consultation takes place, radio and television studios, intercollegiate athletics competition facilities or areas which bear signs indicating that access is restricted. The university has leased some of its property and facilities to other parties for use related to university purposes (for example, the Ames Laboratory and the National Soil Tilth Laboratory). Such areas are not open to public use except as provided by the lessee of the property or facility. The Memorial Union, the buildings at the Iowa State Center (Hilton Coliseum, Scheman Continuing Education Building, Stephens Auditorium and Fisher Theater) and the Iowa State University Research Park are managed by separate organizations that regulate usage of these facilities and property.
- Access to grounds and facilities may be denied when they are closed to the public for special university events, or when access would conflict with another approved use of the grounds or facilities. The university may limit or control access to areas of the campus for ceremonial events and celebrations such as graduation and VEISHEA.
- Unapproved uses of university grounds and facilities by the general public are subject to preemption for university activities, for use by recognized student and campus organizations and for uses by students, faculty and staff for purposes related to the university's mission.
- Access to performances, art exhibits, museums and other exhibitions may be regulated by requirement of payment of a fee for entry. Visitors are required to abide by policies set by the various facilities.
- Access to campus roads and parking is governed by university parking and traffic regulations, as well as signage erected upon campus roadways and parking areas.

When authorization is required for use of facilities open for general use

To ensure no conflicts in the use of facilities, groups or persons wishing to use facilities, whether indoors or outdoors should schedule use of university facilities as provided below. ISU has designated public forum areas with few restrictions. Public events, as defined below, require filing of a notice, or approval depending on the event.

"Public events" are defined as outdoor events where more than 50 persons are participating or at which the sponsor reasonably expects more than 50 persons to be involved, or indoor events where more than 15 persons are participating or at which the sponsor reasonably expects more than 15 persons to be involved.

Outdoor Areas

Designated Public Forums. The Edward S. Allen Area of Free Debate, located west and south of the Hub, and the area south of the Campanile have been designated as public forums for non-commercial expression. If these areas have not been reserved for use for university purposes or by student, faculty or staff organizations, any member of the public or of the university community may use these areas for expressive activities on a first come, first served basis. Signs or placards, each of which is carried by one or two persons, are permitted. Free-standing displays are permitted as long as the display occupies a space of less than 200 cubic feet, weighs less than 300 pounds and is accompanied at all times by an individual responsible for the display. Leafleting may be conducted in a way to avoid substantial littering of the campus.

Uses that Require Only Notice. Organizations and groups of persons wishing to use outdoor areas other than a designated public forum for a public event must file a notice of intent to use an area with the Student Activities Center. If possible, such notice should be given at least twenty four hours in advance of the event, but in any case must be given at least three hours prior to the event. No approval is necessary if the event meets the following criteria:

- For events held on weekdays between the hours of 8:00 a.m. and 4:00 p.m., the event will be held at least one hundred feet away from buildings that normally hold classes;
- No other person or group has been authorized to use the area, or has filed a notice of intent to use that area or an adjacent area;
- The organizers do not intend to use amplification equipment or equipment requiring use of electrical power connections, except that hand-held megaphones are permitted if used so as to direct the sound away from nearby buildings that normally hold classes;
- Participants will not use displays other than signs or banners carried at all times by one or two participants (unattended displays may not be used without permission);
- If the event is not at one of the two public forum areas, the event will occur only between the hours of 8:00 a.m. to 10:00 p.m.; and
- The sponsor of the event indicates that the event will comply with the general restrictions indicated above.

Uses that Require Approval. A public event not at an open forum area, which does not meet the above criteria, requires prior approval by filing an Activity Authorization Form with the Student Activities Center at least three business days in advance of the proposed event. The Student Activities Center will make every effort to provide approval or non-approval (with a statement of the reasons for non-approval) within one business day. The sponsors of the event may request

waiver of the three-day requirement. A waiver may be granted if the Student Activities Center determines that there are good reasons for an exception. Events will be evaluated based upon whether conducting of the event will meet the general rules indicated below. Approval may be conditioned upon sponsors making reasonable assurances that the event will comply with them. In addition, reasonable time, place and manner restrictions may be required. Events will not be disapproved based upon the content of proposed speaking or expressive activity.

Following such clearance, the organization will make particular arrangements regarding location, electrical power needs, custodial services, and provision for liability as directed by the Student Activities Center. If streets or parking lots are to be involved, the organization must receive clearance from the Department of Public Safety, 294-4428. Preferred locations for outdoor programs, that are likely to cause disruption of other activities, are the areas south or north of the Campanile, west of Curtiss Hall, east of Ross Hall, south of the Hub, and south of the Parks Library, provided they do not conflict with university classes or scheduled activities, and provided they conform to appropriate uses for the area.

Indoor Areas

General Policy Regarding Use. Any use of indoor areas must not conflict with university programs and events and must be compatible with the purpose of the facility or the particular area to be used.

- Members of the general public and campus community are free to enter university facilities (other than restricted areas) during business hours as necessary to transact business, seek information about the university or deliver petitions or correspondence.
- Organizations and groups desiring to use academic and residence facilities for conferences should contact the offices listed below to determine availability and fees for use. Organizations desiring to use the Iowa State Center or the Iowa State Memorial Union for conferences, meetings and events should contact the relevant facility at the numbers listed below.
- Organizations (other than recognized campus and student organizations) using classrooms, auditoria, and meeting rooms will be charged the customary rental of those facilities. All users will be responsible for costs incurred for set-up, equipment use, clean-up and use of services and materials of the university.
- To avoid disruption, the following kinds of indoor areas are not available for non-university related assembly or solicitation: hallways, stairways, waiting rooms, residence halls and apartments, dining facilities, work rooms, common areas provided around service windows, the Veterinary Hospital and the Student Health Center. Atria and open areas in buildings are generally available for use except when they are used as waiting areas or common areas around service windows.

Uses that Require Scheduling. To avoid conflicts with university activities and permitted use by others, organized use of indoor areas by groups of fifteen or fewer persons, that will substantially exclude others from using the same or adjacent areas (other than transitory passage through public areas and hallways), require scheduling through the Student Activities Center.

Uses that Require Approval. Organized or concerted assembly or solicitation at indoor areas by groups involving more than fifteen persons for non-university-related purposes must be approved by filing an Activity Authorization Form with the Student Activities Center at least three days in advance of the activity. The Student Activities Center will make every effort to provide approval or non-approval (with a statement of the reasons for non-approval) within one business

day. The sponsors of the event may request waiver of the three-day requirement. A waiver may be granted if the Student Activities Center determines that there are good reasons for an exception. Events will be evaluated based upon whether conducting of the event will be consistent with the facility's purpose and with university's general rules on facility use. In addition, reasonable time, place and manner restrictions may be required. Events will not be disapproved based upon the content of any expressive activity. Persons denied authorization may appeal to the Vice President for Business and Finance.

The following facilities are managed by separate university offices or organizations. The Student Activities Center and users must coordinate use of these facilities with the listed offices:

- Common Areas in Buildings
Building Coordinator for the Building
- Rooms in Academic or Administrative Buildings
Room Scheduling, General Services Building, 294-5338.
- Memorial Union
Reservations, 210 Memorial Union, 294-1437
- Iowa State Center
Center Office, 4, Scheman Conference Center, 294-3347
- Residence Halls
Undergraduate Residences (RCA, TRA and UDA), 294-8395
University Family Housing Office, 294-5360
Hawthorne Office, 294-2107
- Recreation Facilities
To schedule or reserve recreation facilities, contact the Recreation Services office, 107 State Gym, 294-4980. Recreation Facilities include Beyer Hall, State Gym, Armory, Physical Education Building, Leid Recreation/Athletic Facility, and outdoor intramural-recreation fields and courts.

Use by Students and Recognized Student Organizations. Students and student organizations have priority for use of residence facilities, recreation facilities and the Memorial Union. Students and student organizations may directly contact the offices listed above to schedule use of meeting rooms and other facilities.

As part of the university's comprehensive effort to conserve energy and save money, activities will generally be scheduled into buildings normally open and operational in the evenings. More information may be obtained through the Room Scheduling Office.

Display of Non-instructional Materials

Displays within Buildings

Posters, advertisements, or other visual display materials may be affixed only on permanent building bulletin boards. Such display materials may not have a surface area of greater than 300 square inches.

"General" bulletin boards may be used by Iowa State University students and organizations as well as the general public without approval for posting information related to their activities.

Bulletin board notices must include the date they are posted or the date of the event and may be posted no more than one month in advance of the event. Undated and early notices will be removed. Properly posted notices will be removed after thirty days or in the case of advertisements for an event, after the date of the event.

"Restricted" bulletin boards are limited to the use of designated departments or organizations. Use of these bulletin boards must be approved by the official representative of the respective department or organization.

Exterior Displays

Residence Department buildings: Signs, banners, and other display materials may be affixed to buildings only with the authorization of the Coordinator of Residence Life in each residence complex.

Academic buildings: Signs, banners, and other display materials may not be affixed to buildings. Rare exceptions may be made in cases where the display materials are clearly associated with an academic function. Prior approval must be obtained from the Student Activities Center and from Facilities, Planning and Management, General Services Building, by submitting an Activity Authorization form. Such forms are available at the Student Activities Center.

Exterior display, not on buildings: Signs, banners, and other display materials may not be affixed to sidewalks, trees, fences, shrubs, light poles, or any other fixture of the landscape, nor may free-standing displays be placed in any area other than those areas scheduled through the activity authorization process. Except for those displays indicated above in the section on public forums and hand-held displays at events for which approval is not required, prior approval of displays must be obtained from the Student Activities Center through completion of an Activity Authorization form.

Clean up: All visual displays should be removed as they become outdated or after authorization has expired. Clean-up charges may be billed to the organization/department/individual for failure to clean up promptly. Organizations, departments, and/or individuals may be billed for clean-up expenses for illegally posted materials.

General rules on use of grounds and facilities

- University grounds and facilities may not be used in a manner that substantially disrupts university events or the lawful use by other persons; substantially interferes with the free flow of vehicle or pedestrian traffic; results in injury or creates the threat of injury to persons; involves commission of a crime or illegal behavior; damages or defaces university property or creates the threat of damage to property; or results in significant littering, pollution or other nuisance.
- No person may conduct him- or herself in a manner so as to engage in harassment or stalking as defined by Iowa Criminal law, or engage in sexual or racial harassment in violation of university policy.
- No person may engage in public urination, defecation or other actions that create a sanitary hazard.
- Persons entering specialized facilities, such as libraries, recreation facilities, clinics, research laboratories and other research facilities, and areas not open to the general public

must comply with policies established by such facilities. Questions about applicable policies should be directed to the manager or supervisor of the facility.

- Weapons are not permitted on the campus except for purposes of law enforcement and as specifically authorized for purposes of instruction, research or service. A weapon is any instrument or device designed primarily for use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death or injury when used in the manner for which it was designed. Weapons include any pistol, revolver, shotgun, machine gun, rifle or other firearm, BB or pellet gun, tazer or stun-gun, bomb, grenade, mine or other explosive or incendiary device, ammunition, archery equipment, dagger, stiletto, switchblade knife, or knife having a blade exceeding five inches in length. Residents of university housing may possess knives having a blade exceeding five inches for cooking purposes.
- Consumption of alcohol is not permitted in outdoor areas of the campus. An exception is made for consuming alcoholic beverages served at approved events for which a valid liquor permit has been issued as provided by state law, and for private events or designated areas at events. Unauthorized alcoholic beverages are subject to confiscation.
- Vehicles are not permitted off of roadways or parking areas without permission from Room Scheduling, General Services Building, 294-5338.

CHAPTER 2 - GENERAL UNIVERSITY POLICIES

SECTION 2.1

USE AND SCHEDULING OF UNIVERSITY FACILITIES

2.1(1) Use and Scheduling of University Facilities

The scheduling of University facilities is managed by Facilities Planning and Management. The regulations of the University provide that no University or non-university persons may use University property or physical facilities for personal gain.

Persons or groups engaged in activities for which an admission is charged or collections of money are made in any form may not reserve or use University facilities for such activities unless the personnel and the activities are clearly associated with or part of a University department. Nonprofit organizations sponsoring programs of community-wide interest and having prior written permission of the Facilities Planning & Management Office may reserve and use University facilities provided such use does not conflict with University-sponsored events.

Assignment of all room facilities, except the Iowa State Center, Lied Recreation Athletic Center, and the Memorial Union, require the prior approval of Facilities Planning and Management. Iowa State Center events are scheduled by the Center; those at the Memorial Union are scheduled through the Meetings and Reservations Office, and you should contact Recreation Services about scheduling events in the Lied Recreation Athletic Center.

2.1(2) Use of University Facilities by University Organizations

Departments of the University and organizations registered at Iowa State University are eligible to use University facilities, including classroom space, conference rooms, athletic facilities, Memorial Union meeting rooms, Iowa State Center facilities, residence halls, and outdoor areas. All public events must be authorized. The following offices must be contacted to make reservations:

Academic Buildings - Room Scheduling Office, Room 105 General Services Building, 294-5338.

Memorial Union - Meeting and Reservations Office, Room 210 Memorial Union, 294-1437.

Iowa State Center - Center office, Scheman Continuing Education Building, 294-3347.

Any other space on campus - Organizations wishing to use any other space on campus, including outdoor areas, must receive clearance from the Student Organization and Activity Center (294-1023). If streets or parking lots are to be involved, the organization will make particular arrangements regarding location, electrical power needs, custodial services, and provision for liability with Facilities Planning and Management (294-0692). If streets or parking lots are to be involved, the organizations must receive clearance from the Department of Public Safety. Outdoor programs normally will be assigned to the areas south of the Campanile and will be limited to the time period of 11:50 a.m. to 1:00 p.m. and should be scheduled through the Student Organization Activity Center.

2.1(3) Use of University Facilities by Non-University Organizations

University facilities are available primarily for programs sponsored by and related to the purposes of the institution.

Arrangements for meeting facilities, housing, and food service are coordinated through University Conference Services (4-3238). Services provided by this office are as follows:

1. Serves as one-stop shop for coordination and central billing.
2. Checks for availability of dates on the University master calendar and submits request with the Special Events space scheduling committee.

3. Establishes contact with the Memorial Union for meetings, housing, and food service in that facility.
4. Establishes contact with the Iowa State Center for meetings, space, and food service in that facility.
5. Establishes contact with the Residence Hall program coordinator for housing, food service, and/or meeting space requested in the residence halls.
6. Reserves space within academic buildings with the Room Scheduling Office.
7. Coordinates other meeting services that can be provided by University departments.
8. Assists in the completion of Certificate of Insurance for approval of University Risk Management.

For events to be held strictly within the Memorial Union, the following personnel may be contacted directly:

1. Guest room reservations (292-1111).
2. Reservations for meeting facilities and catering (4-1437).

For events to be held strictly within the Iowa State Center, call 4-3347.

2.1(4) Scheduling of Instructional Rooms

The scheduling of classes into all University areas, e.g., classrooms and auditoria, will be coordinated by Facilities Planning - Room Scheduling. Scheduling for each academic term will be generated with the assistance of the departmental classification and administrative offices, which will provide data on class size and course and room requirements.

Classes will be scheduled in a convenient location relative to the departmental offices whenever possible. This should not, however, be construed to mean departmental control of these instructional areas. All general classrooms and auditoria are considered available for use by Facilities Planning - Room Scheduling in order to provide for all classes of the University.

Facilities Planning - Room Scheduling shall ultimately determine the location of a class and may, when necessary, shift class location to more nearly match class size to classroom or auditorium size.

2.1(5) Scheduling of Special Meetings

Assignments of instructional areas of meetings, in addition to regular organized classes, shall be cleared and receive advance approval of Facilities Planning - Room Scheduling. College and departmental information provided as to the availability of a meeting room does not constitute approval. Room needs for special meetings of various colleges and departments will be coordinated through the Facilities Planning - Room Scheduling. Student organization reservation requests may be submitted electronically via the form located on the FP&M home page at <http://www.fpm.iastate.edu/forms/room/>. (2001)

2.1(6) (After Hours) Indoor Activity Centers

In keeping with its effort to conserve energy through management and use, Iowa State University adheres to an energy-conscious, space-utilization policy that is carried out in cooperation with Facilities Planning and Management.

With few exceptions, evening, weekend, and holiday use of space for course and extra-curricular activity is reserved for buildings that have been designated as indoor activity centers. Priority in the scheduling of these centers is given to activities relating to course and academic programs. All other activities in activity centers are scheduled on a space-available basis through Room Scheduling at 4-0892.

An approved organization, unwilling to accept facilities in available activity centers, may submit a written request to the Vice President for Business and Finance. The request should identify (1) the club, program, or organization requesting the space, (2) the nature of the function to be scheduled, (3) the approximate number of participants, (4) the time and date of the proposed function, and (5) what, if any, special environmental conditions are needed. Such requests should be submitted at least two weeks in advance of the event's anticipated date of occurrence and should include the name and telephone number of the person making the request. A rental fee to cover additional operating costs will be charged to the organization if the request is approved by the Vice President.

2.1(7) Wedding Policy

University facilities are available primarily for activities sponsored by and related to the educational mission of the institution. University facilities may be available for non-university activities only when the activities can be scheduled without conflicting with regular University

activities and do not create unreasonable wear and tear on the facilities or impose an unreasonable burden on university staff.

The regulations of the University provide that neither University nor non-university persons may use the University property or physical facilities for personal gain.

Requests for wedding or reception space on the ISU campus are done at the Iowa State Memorial Union (4-1437). Requests to use campus exteriors should be directed to Facilities Planning and Management (294-0692) to make arrangements. Final approval for requested space will be granted by the Vice President for Business and Finance in areas that are normally used for academic purposes.

2.1(8) Property - Personal Use & Misuse of University Property

State law, specifically Section 721.2 of the Iowa Code, prohibits any state employee from using, or permitting any other person to use, property owned by the state or any subdivision or agency of the state, for any private purpose or for personal gain. Violation of this statute is a serious misdemeanor.

This regulation is intended to cover all types of University property and services, including cars, supplies, telephones, typewriters and computer hardware and software, equipment, campus mail, electronic mail and copying facilities, products from University farms, and food, drugs, or chemicals available from University activities. No one shall be permitted to remove for personal use from the buildings or grounds any property belonging to the University, even though it may seem to be of no value. This includes use of University equipment such as farm machinery, trucks, or other equipment during off-hours when it is not needed for University operations. Telephone service and electronic mail is provided for the purpose of conducting University business. Personal use of telephones, personal computers and electronic mail should be restricted to incidental and emergency use. Employees should review all long distance charges and should pay any charges related to personal calls to the appropriate departmental administrator. Reimbursement of personal charges is required. Departments should encourage use of personal or prepaid calling cards to avoid unnecessary work and costs and assure the proper use of the discount we are provided. (2001)

Departmental offices should review operating procedures and remind staff that University facilities are not to be used for personal activities. Departmental offices are also responsible for strict supervision of stamps and other office supplies. Office supplies and stamps purchased with University funds are for use for University purposes only, and are not for resale or for use for private purposes. They should not be used in payment of minor bills. The proper use of University property should be the subject of careful judgement.

Office, laboratories, work areas, files and materials, either in written or electronic form maintained or stored on University premises or in University computers or servers, may be entered, opened, or reviewed without prior notice by authorized University personnel either as part of maintenance or servicing procedures or when there is a question about the use or misuse of University property.

It is expected that due care shall be taken of University property so that full expected use is obtained. With the increasing use of electronic communications, staff members should keep in mind that these messages and materials may be accessed or public records if located in University facilities or equipment. In a number of cases, electronic mail written with the intent to be humorous, personal or a private conversation has become public leading to subsequent disciplinary action and causing embarrassment to the individual and organization. All communication should be done in a professional and non-discriminatory fashion.

2.1(9) Animal and Fowl on the University Campus

All livestock and other domesticated animals, including but not limited to fowl, cats, dogs, cows, horses, mules, sheep, goats, swine, or reptiles, when on University property, must be kept confined or otherwise physically constrained. Any such animal found running at large or found within University facilities and not part of a University-sponsored program or project may be impounded. Consistent with the laws of the state of Iowa, such animals may be turned over to a city pound or other appropriate state or University agency. For sanitation and safety reasons, pets are not permitted in University buildings. Leader dogs and experimental animals are excepted.

Pets are permitted on the campus in outdoor areas when properly controlled and confined and when their presence does not jeopardize the safety or sanitation of University facilities or the safety of individuals on the campus. In the case of pets such as dogs, proper confinement shall consist of a cage or leash of sufficient strength to restrain the dog held by a person competent to govern the behavior of the dog. Any pets brought on the campus must be properly licensed and vaccinated under the laws of Iowa and tags indicating such license and vaccination shall at all times be attached to the collar of the pet. In those cases where impoundment is necessary, the owner of the animal or its claimant shall be personally responsible for all costs associated with reclaiming the animal.

SECTION 2.2

NEW BUILDINGS, MAJOR RENOVATION, AND REALLOCATED FACILITIES

2.2(1) Planning of New Facilities and Major Renovations

Please refer to Chapter 12.3(6) for more information.

2.2(2) Allocation or Reallocation of New or Vacated Space

The allocation of new physical space to a college or department of the University is determined by the Facilities Planning Space Management Office in consultation with the Provost's Office and the Vice President for Business and Finance Office.

2.2(3) Conversion of Physical Space

The conversion or renovation of space from one function to another requires notification and prior approval of the Facilities Planning - Space Management. Similarly, contracted space or commitments to new staff that ultimately require additional space beyond that already assigned, need the prior approval of the Facilities Planning - Space Management.

2.2(4) Repair and Renovation of Instructional Areas

Facilities Planning - Room Scheduling is responsible for making annual visits to existing general University instructional areas, e.g., classrooms and auditoria, and recommending areas to be repaired or renovated.

2.2(5) Inventory of Physical Facilities

Facilities Planning - Space Management maintains and continually updates a facilities inventory database of all University buildings except private residences and buildings owned by other agencies. Physical changes due to remodeling, renovation, and new construction are updated to maintain an accurate picture of the University's building and room assets. The academic and administrative departments contribute information concerning room types, usage, occupancy, and function. All of this information together is used, among other things, in institutional and departmental space planning, state capital improvement programs, direct and indirect cost studies, and the scheduling of custodial services.

Facilities database summary information sorted by building and department may be found on the FP&M home page at <http://www.fpm.iastate.edu>.

2.2(6) Operating Guidelines for the Naming of Buildings and Streets

2.2(7) Criteria for Naming Buildings

- Generally, major buildings are named for distinguished individuals who have made extraordinary contributions of a scholarly, professional, or public service nature related to the University's mission.
- In some cases, buildings may also be named for major donors to the construction of a building.
- A building not named for an individual should be identified in a manner that is descriptive of its function.
- Confusion with or duplication of existing names should be avoided.

2.2(8) Criteria for Naming Sub-Sections of Buildings

- Sections of buildings that have a discrete function and are of significant value such as an auditorium, a major conference room, a special classroom, a seminar room, or a laboratory may be named independently of the building.
- Sections of buildings are generally named for donors who have played major roles in equipping, renovating, or constructing that portion of the building.
- Alternatively, sections of buildings may be named for members of the academic community whose outstanding work is associated with the function of the space to be named.

2.2(9) Criteria for Naming Streets

- Campus streets may be named for individuals, unique service or building proximity (e.g., Union Drive, Morrill Road). Generally, streets running north and south should be designated as roads and those running east and west should be designated as drives. Where appropriate, the continuation of a city street through the campus may bear the city street name.

2.2(10) Process for Naming Buildings or Streets

- The Advisory Committee on Naming Buildings and Streets has the responsibility of recommending to the President names for buildings and streets. The committee is appointed by the President and may include representation from various university constituencies (faculty, staff, students, and administrators; for current membership, see list available through the Office of the President). The Committee reviews all nominations and transmits its recommendations to the President. The President's approval and that of the Board of Regents, when needed, must precede the implementation of the naming.
- Any member of the University's alumni, students, staff, faculty, or administrators may propose names for campus buildings and streets by writing to the Chair of the Advisory Committee on the Naming of Buildings and Streets.
- When the name of an individual is proposed, the proposal should be in the form of a nomination and should be accompanied by supporting documentation that provides evidence of the extraordinary contribution that was made by the individual. Normally, such documentation is of the nature that would be provided in connection with the nomination of an individual for a prestigious national or international prize.
- Nominators should consider the following questions in preparation of a nomination of a distinguished individual and in providing supporting documentation as cited in the Operating Guidelines:
 1. What was the individual's extraordinary contribution(s) in terms of scholarly, professional, or public service nature?
 2. How does the contribution(s) relate to the mission of Iowa State University?
 3. How will naming the building or street after the individual reflect the history, purpose, and diversity of the university's programs?
 4. Will the contribution(s) of the individual still be recognized two or three decades in the future?
 5. On whom in society does the contribution(s) have the greatest impact?
 6. How is the individual being nominated related to the building or street in question?
- Generally, nominations may be submitted at any time and the committee will act on the nominations as expeditiously as possible. However, nominations for current or former employees of the university will normally not be reviewed by the committee until at least five years have elapsed since the termination of their university employment (whether by death, retirement, or resignation) in order to ensure their sustained recognition and thus, the strength of the nominations. Exceptions to this time period may be made in extraordinary cases. If any, such exceptions will require convincing justifications.
- Nominations to recognize donors will be treated by the Committee as information items, and endorsed as consent items.

- Nominations that are descriptive of functions will be treated by the Committee as information items, and endorsed as consent items.
- When the building to be named is regularly occupied by only one or two academic units, those units should be consulted about any proposed name.
- Representatives of the University administration, the faculty, the staff, the student body, and the alumni should be consulted regarding the proposed names. Such consultation should be done in confidence when the name of the individual is involved.
- Where an individual's name is involved, considerations should be carried out quietly and not involve meetings with public debate or voting. All group discussions related to this task should be held privately. Public competition among various factions who may be interested in supporting alternative names should be avoided. Such competition can injure those whom we intend to honor.
- Nominations/proposed names of buildings or streets that meet with the approval of the Advisory Committee are forwarded to the President along with Committee recommendations and appropriate documentation.
- After appropriate consultation with members of various constituencies, and given the concurrence of the President with the recommendation of the Building Naming Committee, the President will send the proposed building or street name to the Board of Regents for consideration.
- When buildings or streets are to be named for individuals, the Board of Regents must approve those names. Giving a building a functional name does not require Regents approval.
- Names of sections of buildings may be proposed by the academic or administrative unit that makes the greatest use of the space. Such proposals may go directly through appropriate administrative channels to the President and do not need to be reviewed by the Advisory Committee. Copies of the proposals should be forwarded to the Advisory Committee for informational purposes. Names of sections of buildings are approved by the President and do not require Regental approval.

2.2(11) Building Dedications

Plans for building dedications will be under the direction of the office of the Vice President for External Affairs. The External Affairs Office will be on the official liaison with dedication audiences and the office of the President, and will be responsible for organizing and submitting to the President the appropriate documentation for the proposed actions, details concerning timing, tentative budget and an outline of the dedication ceremony.

SECTION 2.3

DISPLAYS, ADVERTISEMENTS, SOLICITATION

2.3(1) Displays of Non-Instructional Materials

Posters, advertisements, banners, etc. may be displayed on campus only if they are clearly associated with a recognized Iowa State student or University organization and then only under the following conditions.

2.3(2) Displays Within Buildings

Posters, advertisements, or other visual display materials may be affixed only on permanent building bulletin boards. "General" bulletin boards may be used without approval by Iowa State University students and organizations for posting information related to their activities. "Restricted" bulletin boards are limited to the use of designated departments or organizations. Use of these bulletin boards must be approved by the official representative of the respective department or organization. Materials improperly affixed or located on other than authorized bulletin boards or display areas may be immediately removed by university personnel without prior notification. Materials

causing damage to University walls or surfaces may result in charging the individual or organization the cost of repairing the damage.

2.3(3) Displays - Exterior

Residence department buildings: signs, banners, and other display materials may be affixed to buildings only with the permission of the associate director of residence life and only by using approved mounting methods.

Academic buildings: signs, banners, and other display materials may not be affixed to buildings. Rare exceptions may be made in cases where the display materials are clearly associated with an academic function. Prior approval must be obtained from the Student Organization and Activity Center (SOAC) and from Facilities Planning and Management by submitting an activity authorization form. Such forms are available from the Student Organization and Activity Center and Facilities Planning and Management.

Exterior display not on buildings: signs, banners, and other display materials may not be affixed to trees, fences, shrubs, sidewalks, light poles, or any other fixture of the landscape, nor may free-standing displays be placed in any area other than the area immediately north of Beardshear Hall and the area directly south of the Campanile. Prior approval of displays in these areas must be obtained from the Student Organization and Activity Center and Facilities Planning and Management by submitting an activity authorization form. Such forms are available from the Dean of Students Office and from Facilities Planning and Management.

Handbills are not permitted to be attached to building or ground facilities. Handbills are to be placed on tackboards, display cases, or designated areas. Handbills taped or pinned to building doors, walls, windows, trees, fixtures, floors, and exterior walkways will be removed by Facilities Planning and Management without notice. The cost of the removal may be charged to the sponsoring organization.

2.3(4) Solicitation on Campus

Sales persons or agents for any product, proposition, or cause are prohibited from soliciting employees or students in any building or part of the University property, except with the permission of the Vice President for Business and Finance.

Permission is given by the Vice President for Business and Finance for the solicitation of employees by charitable organizations under the following circumstances:

1. The charitable organization is registered and presents documentation of its tax-exempt status as provided in Section 501(c)(3) of the Internal Revenue Code.
2. The solicitation is conducted through the University's campus mail system or once a year through an on-campus coordinated campaign of all eligible organizations meeting the conditions and giving written notice to the University of the desire to participate at least 120 days prior to the campaign period.
3. The organization may be expected to pay administrative and out-of-pocket costs associated with using the University campus mail system or other University facilities.
4. The solicitation by any one such charitable organization may occur once in any calendar year.
5. No solicitation using the University's facilities may occur except as described above; however, any eligible charitable organization may arrange to conduct information sessions at which no solicitation occurs, at such times and places and in such cases as the University deems reasonable.
6. Any eligible charitable organization acting pursuant to the authority of this rule may also make use of the payroll deduction system described in the Iowa Code Section 70A if qualified under the terms of those provisions.

2.3(5) Sales by Student Organizations

Recognized student organizations planning to earn funds through periodic sales in campus buildings must obtain written authorization and schedule their sale through the Event Authorization Committee. Event authorization is initiated with the Student Activities Center (<http://www.sac.iastate.edu>) located in the Memorial Union. Completion of the Activity Authorization Form, along with the review and appropriate signature authorization from ISU representatives such as the dean of the college, departmental executive officer, building supervisor or Facilities Planning and Management will be required. Advertising for an event should not occur prior to consultation with a

member of the Student Activities Center staff. (2001)

Sales by unrecognized or non-affiliated organizations will not be permitted. Student groups may be required to obtain health and safety inspections or to provide appropriate proof of insurance if the University requests. Sales of products, goods, or services that may compete with University contracts such as soft drink and vending may be prohibited or restricted in order not to conflict with contract obligations. Violations of the above policy should be referred to the Office of the Vice President for Business and Finance. (2001)

2.3(6) Bingo, Carnivals, Games of Skill, Etc. (2001)

In accordance with Chapter 99B and Chapter 725 of the Iowa Code, organized groups recognized through the University may conduct licensed bingo, raffles, carnivals, games of skill, and games of chance.

The campus is under a single gambling license that covers any of the named activities except on where the proceeds are not being retained on campus. An example would be a campus chapter of a national organization holding a raffle where the proceeds would be sent to the national headquarters. In that case, the organization would need to obtain a separate gambling license. This, and other information regarding the program, can be obtained at the Campus Organizations Accounting Office.

The total gross proceeds of the event are subject to sales tax at 6%. The Campus Organizations Accounting Office will compute the tax and deduct it from the account where the proceeds were deposited.

Procedural regulations and decisions governing bingo, raffles, etc. including the number of such events to be held at any one time will be determined by the University's Event Authorization Committee. The Iowa State University Center, Memorial Union, Department of Residence, Campus Organizations Accounting Office, and Facilities Planning & Management may further regulate such activities.

SECTION 2.4

STUDENT RECORDS POLICY

2.4(1) Student Records Policy

Iowa State University maintains various records concerning students to document their academic progress as well as to record their interactions with University staff and officials. In order that the students' rights to privacy be preserved, as well as to conform with federal and state law, the University has established certain policies to govern the handling of student records. Interpretation of these policies is based on continued experience with educational records and the policies themselves may subsequently be modified in light of this experience.

2.4(2) Public Information Concerning a Student

Certain personal information concerning an individual student is considered to be open to the public upon inquiry. This public information is of two types: Directory Information, and Other Information not included in the student directory. Directory Information includes local address and telephone number, campus e-mail address, home town, college, curriculum, year in school, and enrollment status. Other Public Information includes current mailing address, date and place of birth, dates of attendance at Iowa State, awards and academic honors, degree and date awarded, previous educational institutions attended, degrees received and dates of attendance, full or part-time status, participation in officially recognized University activities and sports, and weight and height of members of athletic teams. (2001)

Public information concerning an individual student will be released by the registrar to anyone upon inquiry, unless the student identified in the inquiry has requested that specific items not be released. The student's request to have public information withheld should be made at the Office of the Registrar, Alumni Hall. If the request is granted, the registrar will notify the appropriate University offices.

2.4(3) Release of Public Information in the Form of Lists, Labels, and Other Data Forms

Iowa State University complies with Chapter 22 of the Code of Iowa, Examination of Public Records. Directory information as described